

Solid Waste Management Supervisor - 2561

Primary Reason Why Classification Exists

To plan and supervise the work of sanitation crews collecting and disposing of municipal solid waste and recycling

Distinguishing Features of the Class

An employee in this class serves the primary working foreman and route supervisor of work crews engaged in collecting and disposing of household garbage, refuse, and recycling. Emphasis of the work is on making work crew assignments, conducting roll calls, providing information to employees, scheduling employee time off, and supervising the daily collection process. The position is also considered as a primary back-up for absences of the Solid Waste Management Superintendent. Work is performed with some degree of independence and may be required to fill in for drivers or other staff in emergencies or staff shortages. Work occurs in all weather conditions and includes working holidays and possibly working overtime. Work is supervised by the Solid Waste Management Superintendent and is evaluated on the basis of attainment of individual performance objectives, completion of routes without complaints, employees meeting work schedules, and direct observation.

Essential Duties

- Plans, organizes, and supervises the work of solid waste workers and equipment operators; holds pre-shift briefings and assigns collection routes; calls in other personnel if needed; visually inspects equipment to ensure operational readiness; ensures refuse is collected
- Maintains time sheets of employees; records leave, time worked, and absences without pay
- Ensures personnel are trained and follow prescribed OSHA safety rules and regulations; prepares reports on operations, accidents, activities, and other reports as needed
- Establishes necessary records and files consistent with divisional management
- Inspects sanitation equipment to ensure they are properly cleaned, serviced, and parked after routes are completed
- Reviews applications, interviews qualified candidates, and recommends personnel to fill divisional vacancies; makes recommendations to management on employee promotions, pay increases, transfers, and discipline
- May operate sanitation and other equipment; fills in for other employees for absences or additional service calls
- Visits facilities and routes and inspects work of residential and recycling crews
- Inspects landfill bills for accuracy and coordinates the selling of recyclables
- Responds to complaints of questions from residential and commercial customers to answer questions or resolve complaints
- Performs other duties as required

Knowledge, Skills, and Abilities

- Considerable knowledge of sanitation policies, procedures, and practices
- General knowledge of the geographical layout of the City including streets and other arterials
- Knowledge of large truck operation and maintenance and sanitation equipment
- Ability to communicate effectively with the public regarding sanitation issues
- Ability to establish and maintain working relationships with other employees and officials

- Ability to supervise personnel working in manual labor and equipment operations
- Ability to establish and implement inspection practices for routes served and equipment used
- Ability to prepare and present accurate reports to management
- Ability to prepare various reports of activities and keep supervisors informed of actions, personnel issues, and work activities

Physical Requirements

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Vocal communication is required for expressing or exchanging idea and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required to prepare and analyze written or computer data, operate motor vehicles or equipment, determine the accuracy and thoroughness of work, and observe general surroundings and activities. The worker is subject to inside and outside environmental conditions and atmospheric conditions.

Working Conditions

Employee is subject to both inside and outside working conditions and subject to levels of noise above the ambient noise level or varied atmospheric conditions encountered with solid waste equipment. Employee is subject to normal office hazards such as electrical cords, open desk drawers, uneven floors and carpet, objects falling from cabinets, and other office related hazards. Employee may be required to operate a sanitation truck in emergencies in a variety of weather conditions including temperatures below 32d degrees F or above 100 degrees F.

Education and Experience

Any combination of education and experience equivalent to completion of high school and 4 - 6 years experience in the collection and disposal of solid waste and recyclables

Special Requirements

- Valid North Carolina commercial driver's license (CDL-B)
- Certified in first aid & CPR

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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